



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

Responsible University Official: Associate Dean for Graduate  
Medical Education, DIO  
Responsible Office: SMHS Office of GME  
Most recent revision: October 18, 2021

## POLICY ON RECRUITMENT, ELIGIBILITY, SELECTION AND APPOINTMENT OF RESIDENTS AND FELLOWS

### **Policy Statement**

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This policy is designed to define the requirements and procedures for the recruitment, eligibility, selection and appointment of residents for graduate medical education programs at The George Washington University School of Medicine and Health Sciences.

### **Who Needs to Know This Policy**

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All Accreditation Council for Graduate Medical Education (ACGME)-accredited residency and fellowship programs sponsored by the GW School of Medicine and Health Sciences (SMHS)

### **Policy Contact**

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Associate Dean for Graduate Medical Education, DIO

### **Who Approved This Policy**

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Graduate Medical Education Committee (GMEC)

### **History/Revision Dates**

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APPROVED BY GMEC: July 17, 1995  
REVISED BY GMEC: April 21, 1997  
REVIEWED BY GMEC: March 18, 2002  
REVIEWED, REVISED AND APPROVED BY GMEC: July 15, 2002  
REPLACES: previous policy for Eligibility and Selection of Residents  
Revised by GMEC: December 15, 2008  
Revised by GMEC: February 28, 2011  
Reviewed, Revised and Approved by GMCE: July 15, 2013  
Reviewed, Revised and Approved by GMCE: March 21, 2016  
Reviewed, Revised and Approved by GMCE: February 27, 2017  
Reviewed, Revised and Approved by GMEC: October 18, 2021

## **Policy**

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The recruitment and appointment of residents to training programs sponsored by The George Washington University School of Medicine and Health Sciences is based on and is in compliance with both the institutional and program requirements of the Accreditation Council for Graduate Medical Education (ACGME). The process of application, eligibility, selection and appointment of residents to a training program is the responsibility of the Chair, the Program Director, and/or departmental faculty with oversight by the Office of Graduate Medical Education and the Graduate Medical Education Committee. Each residency training program must establish and implement formal policies for Resident Eligibility and Selection. The George Washington University is an equal opportunity, affirmative action employer and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. The training program's written Policy for Eligibility and Selection of Residents must include a description of the criteria for eligibility and selection according to the following guidelines:

## **Recruitment**

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Candidates for programs (applicants who are invited for an interview) must be informed in writing or by electronic means, of the terms, conditions, and benefits of their appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointment. Information that is provided must include: stipends, benefits, vacation, leaves of absence, professional liability coverage, and disability insurance accessible to residents/fellows; and health insurance accessible to residents/fellows and their eligible dependents. The NRMP requires programs to provide to applicants all institutional and program policies regarding eligibility for appointment to a residency training position, including expected or required academic, educational, or prior training credentials; pre-employment drug testing and background checks; and information relevant to licensure status or visa status. This information is updated annually on the GME website before resident interviews commence. A signed acknowledgement of this communication of information from each applicant is required by NRMP.

## **Selection**

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All George Washington University School of Medicine and Health Sciences graduate medical education programs must select from eligible applicants on the basis of their preparedness and ability to benefit from the residency program. In selecting from among qualified applicants for first-year positions, all residency programs must participate in the National Resident Matching Program (NRMP) and the Electronic Residency Application Service (ERAS) where such is available.

Each residency program must establish criteria for the selection of residents. Criteria should include aptitude, academic credentials, personal characteristics, letters of recommendation, and the ability to communicate.

In addition, each program director may set forth specific requirements as determined by the area of specialty interest.

### **Eligibility**

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According to the ACGME Institutional Requirements, Section IV., applicants with one of the following qualifications are eligible for appointment to accredited residency programs:

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
3. Graduates of medical schools outside the United States and Canada who meet one of the following criteria:
  - a. Have current valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment or
  - b. Have a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in his/her ACGME specialty/subspecialty program.

The George Washington University School of Medicine and Health Sciences requires the following for placement on GWU rank order lists and appointment to a GWU residency program:

1. Transcript of passing scores for USMLE Step 1 and Step 2 (CK) for placement of rank order lists and appointment to the PGY 1 or PGY 2 level (or equivalent COMLEX scores).
2. Transcript of passing score for USMLE Step 3 for placement on rank order lists and appointment to the PGY 3 level or higher (or equivalent COMLEX scores). In selected cases, with the approval of the Office of Graduate Medical Education, applicants may be placed on rank order lists without USMLE Step 2 (CK) scores. Selected cases may include applicants applying to GWU residency programs with an early residency match.

#### *Suggested criteria – Minimum:*

- Dean's Letter, if appropriate
- 2 or 3 Medical School Reference Letters
- Medical School Transcript
- Copy of Medical School Diploma if applicable
- Copy of ECFMG certificate, if applicable
- Copy of the Medical Education Exam Scores (National Boards, FLEX, ECFMG exam and valid certificate, FMGEMS, USMLE, COMLEX)
- Personal Interview

## **Appointment**

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Upon verification by the GME Office that an applicant has met eligibility requirements, completed the application process, and been selected according to established criteria, he/she will begin the process of appointment with the GME Office. An applicant is considered fully appointed and registered in the University and entered into the payroll system in order to receive a salary only after all the following information has been submitted to the GME Office:

1. Complete application packet from the program.
2. Completion of all requirements in the MedHub onboarding packet, including a signed Resident Agreement and a signed release form authorizing the GME Office to verify prior education and training of the Resident/Fellow. All requirements must be completed before Orientation.
3. Attendance at Orientation and completion of all University required documents.
  - a. Residents entering the program at the PGY 1 level are required to attend the June orientation for new PGY 1 residents.
  - b. Residents with at least one year of ACGME-accredited training and fellows are required to attend the July orientation for new residents and fellows.
4. Copy of a valid VISA (if applicable)
5. Completion of the I-9 Certification
6. Completion of the University Criminal Background Check (CBC)
7. Completion of Pre-Employment Health Clearance in compliance with the GMEC Policy for Medical Clearance.
8. An “active” DC Medical Training License (MTL) or full DC Medical License, in compliance with the District of Columbia law for licensure of physician trainees.
9. An “active” Virginia training license, if required by the program.

## **Transfers of Residents to GW**

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Residents who transfer from another ACGME training program must meet the eligibility requirements noted above. Before accepting a resident who is transferring from another program, the program director will obtain **written or electronic verification of previous educational experience and a summative competency-based performance evaluation of the transferring resident and submit to the GME Office with the resident’s application packet.**

## **Procedure**

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Compliance with the terms of this policy is monitored according to the following procedure:

1. At the end of each Match cycle, the Training Program Director and/or Program Coordinator for each training program submits to the Director of Graduate Medical Education a list of all incoming residents.
2. The GME Office completes the credentialing process.

3. Violation of any of the above appointment requirements is grounds for dismissal of the resident from the program.
4. The GMEC verifies the presence of a training program's policy for Eligibility and Selection of Residents and monitors compliance with this policy as part of the annual institutional review process.